



# Department of ADMINISTRATIVE SERVICES Job Postings



## Housatonic Community College

### **FINANCIAL AID ASSISTANT (2 Positions)**

**Community College Professional 14**

**12-Month, Tenure-Track Position**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

<b>Open To:</b>	The Public
<b>Location:</b>	Housatonic Community College, Bridgeport, CT
<b>Starting Salary:</b>	\$45,787.00 approximate annual salary, with full benefits package.
<b>Closing Date:</b>	Application materials must be <b>RECEIVED</b> on or before <b>January 6, 2016</b> .
<b>Substitution Allowed:</b>	Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.
<b>Anticipated Start Date:</b>	February 2016
<b>Minimum Qualifications:</b>	<p>Associate degree in an appropriately related field together with at least one year of experience working with student financial aid programs and related duties, or a combination of education, training, and experience which would lead to the competencies required for successful performance of the duties required in the position.</p> <p>The successful candidate must display:</p> <ul style="list-style-type: none"><li>• Experience with federal, state and private funding sources and their policies and regulations;</li><li>• Knowledge and experience in FAFSA verification and federal loan processes;</li><li>• Strong information technology literacy skills;</li><li>• Excellent interpersonal skills conducive to successful interaction with students, faculty, staff, and the public;</li><li>• Excellent oral and written communications skills; and</li><li>• Ability to collaborate with academic and student services departments in contributing to retaining students.</li></ul>
<b>Preferred Qualifications:</b>	Knowledge and experience in the use of Banner System, MS Excel and automated financial aid application process.
<b>General Responsibilities:</b>	The Financial Aid Assistant works under the direction of the Director and Associate Director of Financial Aid. The Financial Aid Assistant is responsible for participating and assisting in the distribution of financial assistance to college's eligible students. This includes: interviewing students, prospective students, and parents to explain the process of financial assistance; reviewing applications, verifying student data and "C" codes processes; participating in community outreach to attract and retain qualified students to attend the College; and performing other related duties as assigned consistent with the general scope of the position. S/he will be required to serve on assigned committees and/or task forces and attend and participate at convocation and commencement ceremonies, department and special meetings, and state-mandated trainings. Work schedule may include evenings and weekends.

**Application Instructions:** Submit a **letter of interest, current resume, and completed (typed) [ConnSCU Board of Regents Employment Application](#)**\* to:

**INCOMPLETE APPLICATION  
MATERIALS WILL NOT BE  
ACCEPTED.**

Human Resources Department  
Financial Aid Assistant Search  
Housatonic Community College  
900 Lafayette Boulevard  
Bridgeport, CT 06604, or

**NO FAXES PLEASE**

E-mail: [ho-humanresources@hcc.commnet.edu](mailto:ho-humanresources@hcc.commnet.edu) (8 PAGES OR LESS)

\*Available online in [MS Word](#) and [PDF](#) format. (Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

**All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check.**

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Theresa Eisenbach, Equal Employment Opportunity Officer, 900 Lafayette Boulevard, Bridgeport, CT 06604, (203) 332-5013.

#### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.